FIRE RECRUIT APPLICATION AND SELECTION PROCESS
LOUISVILLE METRO CIVIL SERVICE BOARD

The application and selection process includes many steps designed to fully examine the applicant's abilities and interest in firefighting. The following information is provided so that you may know exactly what is expected of an applicant.

The recruitment, application, examination and selection process involves the efforts of the Louisville Fire Department, the Louisville Metro Civil Service Board and the Human Resources Department of Louisville Metro Government. The Civil Service Board is a civilian body created by state law, separate from the Fire Department, which conducts the application and examination process (and other employment matters) in such a way that each candidate's merit for selection is fully evaluated. Most (if not all) of your contact will be with the Civil Service Board's staff, not with the Civil Service Board members themselves.

APPLICATION REQUIREMENTS
You must qualify as an applicant before you can be considered. To be qualified as an applicant, the following must be completed and **turned in at the test site** where the written test is being administered.

- ❑ **DOCUMENTS TO BE TURNED IN AT THE TEST SITE**

    - ➢ Signed Authorization For Record Check form;
    - ➢ Verification of education
    - ➢ Verification of date of birth
    - ➢ Verification of valid driver's license
    - ➢ DD214 (only if former military).

- ❑ **ACCEPTABLE FORMS OF VERIFICATION**
    Any of the following may be used to verify your education, date of birth, and driver's license.

    - ➢ **EDUCATION**
        Copies of one of the following documents:
        - ✓ High School Diploma (College transcripts are **NOT** acceptable)
        - ✓ High School Transcript (must be signed & dated; must specify date graduated and rank in class)
        - ✓ Letter from Board of Education verifying high school education
        - ✓ GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate if applicable in your state*.

            DO NOT SUBMIT ORIGINALS.

    - ➢ **BIRTH DATE**
        A **copy** of one of the following documents is necessary to verify your age:
        - ✓ Birth Certificate
        - ✓ Passport
        - ✓ Notification of Birth Registration

            DO NOT SUBMIT ORIGINALS.

            You must be 18 years of age on or before the final filing deadline (October 23, 2015).

    - ➢ **VALID DRIVER'S LICENSE**
        You must have a valid driver's license *on or before* the final filing deadline (October 23, 2015).

❑ **DD214** – If former Military, you must submit a copy of your DD214 which shows type of discharge and includes any disciplinary action taken against you.

All other information downloaded or included in your packet is for your reference and does not need to be returned.

SELECTION PROCESS

PHYSICAL STANDARDS AND PRACTICE
➢ It is to your benefit to start training and enhance your physical skills.
➢ The document titled "Physical Fitness Preparation Guidelines and Physical Ability Test Overview" is a very detailed description of the physical ability test so you can begin an exercise regimen for test preparation. You may download this document from
https://louisvilleky.gov/government/fire/services/become-firefighter.
➢ If you meet the minimum requirements, you will be allowed to attend the training and practice the actual exercises in the Physical Ability Test. The Fire Department provides training on the Physical Ability Test. The dates of these sessions will be available at a later date. While not required, participation in training is highly recommended.

WRITTEN EXAM PREPARATION
➢ A study booklet with a practice examination, titled "Alarm Applicant Study Guide", is available to aid in your preparation for the test. It may be downloaded at
https://louisvilleky.gov/government/fire/services/become-firefighter.
➢ We recommend that you be sure to take the practice test.

WRITTEN EXAMINATION
➢ Qualifying candidates will be notified by email of their written test scores and whether the score was high enough to proceed in the process.

PHYSICAL ABILITY TEST
➢ Candidates passing the written examination will be scheduled for the Physical Ability Test.

ELIGIBILITY LIST CERTIFICATION
➢ Candidates who have passed the written test and the physical ability test will be placed on the Fire Recruit Eligibility List.
➢ Candidates' scores on the written test will be combined with their scores on the Physical Ability Test, resulting in one final overall score for each candidate.
➢ Candidates will receive an email providing their score information.
➢ Candidates high on the list will be referred to the Louisville Fire Department for further evaluation.

CHIEF'S STAFF INTERVIEW
➢ An in-depth interview is conducted by a panel appointed by the Chief to determine the suitability of applicants for employment as a Fire Recruit.

CONDITIONAL OFFER OF EMPLOYMENT
➢ A select group of candidates will also be given a conditional offer of employment by the Fire Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position.

POLYGRAPH
➢ A select group of candidates will continue on in the process and be scheduled for the polygraph test.

BACKGROUND INVESTIGATION
- ➢ A subgroup consisting of the most qualified candidates will be selected for a background investigation. The following factors are some of the criteria reviewed during the background investigation:
  - Test Scores
  - Education above the minimum requirement
  - Job Experience
  - Military Experience
  - Financial and Credit History
  - Ability to speak other languages
  - Other relevant factors

- ➢ The investigation includes verification of information provided on your employment application, obtaining and reviewing references from previous employers, a credit check, and investigation of your driving, military, and police records.

MEDICAL EXAMINATION

- ➢ Occupational Physician Services of Louisville provides a complete medical examination for Fire Recruit candidates. The following information is made available in order to orient the candidates regarding what type of examination he or she will be having. The medical examination will consist of a self administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, hemocult test (optional) and other procedures including blood and urine tests, CBC chemcyme plus test, chest x-ray, drug screening, and physical examination.
- ➢ Corrected vision should be at least 20/40 for both eyes together. Due to the likelihood of dislodgement or breakage, candidates who are able to wear glasses should meet an uncorrected standard of 20/100 for both eyes together.
- ➢ Color vision, depth perception, peripheral vision, night blindness, and vision with contact lenses are also evaluated.

STRESS TEST

- ➢ Applicants passing the medical examination are scheduled to undergo the Treadmill Exercise Stress Test.
- ➢ If you are not in good physical condition, you may want to consult your physician now about beginning an improvement program. Candidates having problems with weight may experience medical problems such as high blood pressure, high cholesterol, and reduced pulmonary capacity and stamina, which could result in failure of the medical exam or stress test.
- ➢ THE STRESS TEST CONSISTS OF:
  Cardiovascular Endurance Evaluation – The applicant walks on a treadmill at progressively increasing inclinations until he or she voluntarily stops the test due to fatigue or maximal heart rate is achieved.

APPOINTMENT

- ❑ **TRAINING –** Currently, training runs for 26 weeks. Training is both academic and physical. EMT certification is a requirement for graduation.

- ❑ **PROBATIONARY PERIOD –** All Fire Recruits will be required to serve a one-year probationary period that starts the date they begin Recruit Class.

NOTE FROM THE STAFF:
The foregoing information is not exhaustive but should provide information on the processes involved in becoming a Fire Recruit. The information is not intended to discourage, but rather inform. It requires serious commitment to an emergency services career to endure the long process.

We appreciate your patience and thank you for your interest in becoming a Louisville Fire Recruit. We will try to keep you updated during the process.

RESIDENCY REQUIREMENT
There is no residency requirement for the Louisville Fire Department.

RESCHEDULING
Due to the expected applicant volume, we **cannot** make examination schedules for your convenience. Rescheduling requests are **limited** and must be made *prior* to the examination. Only the Chief Examiner, Steve Wilkins, can reschedule you for an exam.

EMAIL/ADDRESS/CONTACT INFORMATION

If your contact information has changed, follow these simple steps:

- Go to the Metro Human Resources webpage at www.louisvilleky.gov/government/human-resources and click the "Find or Apply for a Job" link.
- Click "Applicant Log In" on the job search screen.
- Sign in using the email address and password you used when you originally applied. If you don't remember your password, an email can be sent to you to reset your password.
- Once logged in, click "My Account" at the bottom of the page.
- Update contact information as needed.

We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to a name change, incorrectly addressed mail and/or a wrong telephone number.

Tentative Fire Recruit Schedule for 2015-2016
All dates are subject to change.

Dates	Location	Activity
September 6, 2015 – October 23, 2015	Apply Online at www.louisvilleky.gov/government/human-resources	**Apply Online and download** Authorization for Record Check, Test Study Material, Physical Fitness Preparation Guidelines and Physical Ability Test Overview, military release forms, and Salary & Benefits Information. Qualifying candidates will be emailed information about the practice PAT and written exam.
September 2015 – December 2015	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	**Physical Ability Test Practice** – Candidates will be able to attend optional practice sessions for the Physical Ability Test. Full schedule below.
January 2016	To Be Announced	**Fire Recruit Written Test** – Candidates are required to bring copies of High School diploma/GED, birth certificate, valid driver's license, DD214, Authorization for Record Check.
March 2016 – April 2016	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	**Physical Ability Test**
May 2016		**New Eligibility List Established** – Candidates are emailed test results.
June 2016 – July 2016		**Staff Interviews, Polygraph, Backgrounds, Medical Tests, Stress Tests** are administered by the Fire Department after the list is established. These are administered only to the top scoring candidates.

Schedule for PAT Practice:

- 9/10   0900-1500
- 9/12   0900-1500 Sat.
- 9/14   0900-1300
- 9/17   0900-1300
- 9/22   0900-1500
- 9/23   0900-1500
- 9/26   0900-1500 Sat.
- 9/29   0900-1300
- 9/30   0900-1300
- 10/3   0900-1500 Sat.
- 10/6   0900-1300
- 10/7   0900-1300
- 10/10   0900-1500 Sat.
- 10/14   0900-1300
- 10/15   0900-1300
- 10/17   0900-1500 Sat.
- 10/24   0900-1500 Sat.

- Beginning 10/27/15, the Louisville Fire Academy will be available for PAT practice Tuesday - Saturday 0900-1500 hrs. Open practices will end on Friday 12/18/15.

PAT Practice Location:
Fire Training Academy
1501 West Hill St.
Louisville, KY 40210

- Candidates must provide a printed copy of the email received from Civil Service indicating they meet the minimum requirements for the position, as well as photo identification in order to be admitted to any practice PAT session.
- All PAT Practices will be open to all applicants who meet the minimum requirements. Participation will be on a first-come, first-serve basis.